

[| NODIS Library](#) | [Organization and Administration\(1000s\)](#) | [Search](#) |

NASA Procedural Requirements

COMPLIANCE IS MANDATORY**NPR 1385.1**Effective Date: January 07,
2000Expiration Date: January 07,
2010[Printable Format \(PDF\)](#)

Subject: Public Appearances of NASA Astronauts and Other Personnel w/Change 1 (Revalidated 01/07/05)

Responsible Office: Office of the Chief of Strategic Communications[| TOC](#) | [Change](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [ALL](#) |

CHAPTER 2. Public Appearances of NASA Personnel

2.1 Policy

As stated in NPD 1385.2, it is NASA policy to assure the widest practicable dissemination of information about NASA and its programs consistent with applicable Agency regulations.

2.2 Acceptance Guidelines

Public appearances by NASA personnel are encouraged provided that they:

2.2.1 are in the best interest of NASA and the Government and support the Agency's goals and reflect the Administration's priorities;

2.2.2 can be accommodated without major interference to the official NASA duties of the intended speaker;

2.2.3 have no adverse impact on program activities;

2.2.4 will not exploit NASA or the intended speaker for fundraising, sponsorship, endorsement, or financial assistance;

2.2.5 do not unlawfully segregate or exclude on the basis of race, age, color, religion, sex, national origin, sexual orientation, or disability;

2.2.6 do not violate the standards of ethical conduct for employees of the Executive Branch, 5CFR Part 2635, or 18 U.S.C. Section 209, prohibiting Federal personnel from accepting an honorarium of additional compensation for making official public appearances.

2.3 Definitions

A public-speaking engagement typically will be considered official if it is the result of a request to NASA to furnish a speaker, or of an invitation addressed to an employee of NASA to appear in his/her official capacity, rather than as a private individual, during or outside of duty hours.

2.4 Responsibility

2.4.1 Officials-in-Charge of Headquarters Offices and Directors of NASA Centers are responsible for obtaining prior approval for the acceptance of invitations to make public presentations in accordance with the provisions of these guidelines.

2.4.2 The Speakers Bureau Coordinator, Public Outreach Division, NASA Headquarters, is responsible for developing and maintaining a unified Speakers Bureau Program Agencywide.

2.4.3 Each NASA Center Public Affairs Office will designate a Speakers Coordinator who will manage the NASA

Speakers Bureau for his/her Center. Each Speakers Coordinator will perform the following:

- a. Receive and process requests for speakers for his/her Center. Upon receipt of an invitation, determine the location of the speaking engagement. If the engagement is not within the Center's geographical area, the request should normally be forwarded to the Center responsible for the requester's geographic location. Exceptions to this rule may be made when the invitation specifies a named individual at the Center, or subject matter which is in the program expertise of the Center.
- b. Provide a reply to the requester of the Agency's acceptance or declination. NASA Centers may utilize or develop a form similar to NASA Form 1201, "Request for Guest Speaker," or NASA Form 1601, "Public Appearance Report," to determine whether acceptance of such invitation is in accordance with the policy and guidelines established within this NPR.
- c. Provide assistance in obtaining background information and audiovisual materials on NASA programs for use in preparing speeches or presentations. There is no Agencywide requirement that nonscientific or nontechnical speeches be officially cleared prior to deliverance. However, external papers and speeches involving scientific and technical information will be administered and approved in accordance with NPR 2200.2A "Requirements for Documentation, Approval, and Dissemination of NASA Scientific and Technical Information."
- d. Follow requirements pertaining to approval of travel to outside events, see NPD 9710.1, "Delegation of Authority -- To Authorize or Approve Temporary Duty Travel on Official Business and Related Matters," and the provisions of the NASA Financial Management Manual, FMM 9740-20.
- e. Process all requests received by the Center with the exception of requests for the Center Director and senior staff. If a specific individual receives an invitation, that individual should forward the request to the Center's Speakers Coordinator for action.
- f. Provide statistical information to the Public Outreach Division, NASA Headquarters, and to the Center Office of Public Affairs, upon request.

2.5 Measurements

2.5.1. The Speakers Bureau Coordinators will provide semiannual reports of the speakers' activities at their Center to the NASA Headquarters Speakers Bureau Coordinator. The report will list the monthly total of requests.

2.5.2. The Speakers Bureau Coordinators will obtain feedback from the speakers and sponsors. This feedback will be in the form of surveys containing metrics, which can be measured to determine the performance of the NASA Speakers Bureau Program.

2.5.3. The Speakers Bureau Coordinators will provide semiannual reports, which will consist of total requests by monthly feedback statistics from speakers and sponsors. The semiannual report will also include any steps taken to improve the processes and services based on the feedback obtained.

2.5.4. The Public Outreach Division, NASA Headquarters, will determine if any additional data collection is required and will conduct periodic assessments. As necessary, new requirements will be discussed and mutually agreed upon by both NASA Headquarters and Centers prior to implementation.

[| TOC |](#) [Change](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [ALL](#) |

[| NODIS Library |](#) [Organization and Administration\(1000s\)](#) | [Search](#) |

DISTRIBUTION: **NODIS**

This Document Is Uncontrolled When Printed.

Check the NASA Online Directives Information System (NODIS) Library
to Verify that this is the correct version before use: <http://nodis3.gsfc.nasa.gov>
